

# Drain Laying Contractor Online Application Requirements

**\*\* A new online process for business licensing applications and renewals** has been implemented. The online application process and form is available on the City website [www.brampton.ca](http://www.brampton.ca) (please refer to the Business Licensing section). Requests for licences and renewals will only be accepted through the online application process.\*\*

Please be advised that the City of Brampton publishes City-licensed contractors on the City website. The licensed contractor information posted online will include the corporate/operating business name and business address as provided on the licence application.

## Requirements for obtaining the above licence:

- 1. **Licence Application Form**  
Business and owner information to be entered online.
- 2. **Certificate of Insurance**  
The insurance form must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability.
- 3. **Workplace Safety and Insurance**  
Valid proof must be provided that all employees are protected under the provisions of the *Workplace Safety and Insurance Act 1997*, S.O. 1997, c.16, as amended.
- 4. **Business Registration and/or Articles of Incorporation**  
(master business licence is required when a business is operating as a different name from the corporation, unless the business is a franchise)
- 5. **Fee** – \$190.00 \*\* Once your application is reviewed, a link to the payment option Will be sent to the email provided on the application.
- **Expiry Date** - April 30th of every year

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.

## SCHEDULE 8 TO BY-LAW # 332-2013

### RELATING TO DRAIN CONTRACTORS

1. In this Schedule:

“Drain Contractor” means a Person who carries on the business of laying, repairing and installing public or private drains and sewage disposal systems on the exterior of any building;
2. No Person shall be licensed as a Drain Contractor under this By-law unless the Person has a regular place of business and if the Person is an individual is at least 18 years old.
3. Every Drain Contractor licensed under this Schedule shall:
  - (a) If performing drainage system design work or installing septic tanks, submit the name and address of a qualified on-site sewage installer and the registration issued by the Province of Ontario indicating that the installer has the qualifications set out in the Ontario Building Code;
  - (b) Submit proof, to the satisfaction of the Licence Issuer, that all workers and employees are protected under the provisions of the *Workplace Safety and Insurance Act 1997*, S.O. 1997, c.16, as amended.
  - (c) Display the Licensee’s name using letters with a minimum height of 10 centimetres on both sides of all vehicles owned, leased or used on a regular basis by the Licensee in the course of business;
  - (d) Have printed or otherwise impressed on all business stationery, forms, bills, statements and advertising materials, the Licensee’s name, address and telephone number;
  - (e) Prepare a written contract which shall be signed by the Licensee and the Person for whom the work is being done before commencing any work and a copy of this contract shall be given to the Person for whom the work is being done and the contract shall contain:
    - (i) The name, address and telephone number of the Licensee and the name and address of the Person whom the work is being done;
    - (ii) The address where the work is being done;
    - (iii) A description of the work being done, including materials and services being provided;
    - (iv) The itemized price for the materials and services to be supplied and a detailed statement of the terms of payment;
    - (v) Warrantees and guarantees, if any; and
    - (vi) The estimated date of completion;
  - (f) Obtain all necessary Plumbing or Building Permits or any other permit required by law prior to the commencement of any work and, upon completion, shall procure a final inspection from the City.
4. No Person licensed as a Drain Contractor shall permit the use of the Licensee’s name by any other Person, either directly or indirectly for the purpose of obtaining a permit to do any work as a Drain Contractor.
5. Despite the prohibitions set out in this By-law, a Person licensed as a Plumbing Contractor under this By-law, or an owner of land performing drain work on property on which that person resides or who is building a residence for his or her own use, is not required to be licensed under this Schedule.